

# Operator's Lesson Plan

## NCIC License Plate File

### I. Introduction

NCIC 2000 defines a license plate as a standard 6" x 12" plate issued for use on a passenger vehicle. The *NCIC 2000 Code Manual* contains a complete list of all regular and special plate types.

### II. Objectives

Upon completion of this lesson, the user will be able to answer test questions related to the License Plate Files.

### III. Criteria for Entry

1. A uniquely-numbered stolen license plate can be entered only if a theft report has been made.
2. In a two plate state where only one plate is reported stolen, the entering agency can make an entry only after getting the complainant's assurance that the remaining plate will not be used on a vehicle.
3. Only the agency holding the case number and having primary jurisdiction over the place of actual theft may make an entry.
4. When the license plate number exceeds ten characters, only the last ten digits in the LIC Field should be entered. The full plate number should appear in the MIS Field.
5. When only one plate is stolen, some type of notation should be entered in the MIS Field to explain this fact; for example, 1 PLATE STOLEN.
6. When the entering agency wants to be notified each time its record is hit upon. Regardless of whether the location of the property is known. The NOA field should be set to Y.
7. When the license plate has expired beyond one year, it cannot be entered.
8. Only alphabetic and/or numeric characters may be entered in the LIC Field. Hyphens, spaces, or symbols must be omitted. If letters or numbers appear on top of each other, they must be entered top to bottom.

# Operator's Lesson Plan

## VI. Record Retention Period

1. A record for a stolen license plate will remain in file for 1 year after the end of the plate's expiration year as shown in the record.
2. Records for no expiring license plates will remain in file for the balance of the year of entry plus an additional 4 years.

## C. License Plate Data Entry Transaction (EL,EL-A,EL-F,EL-P)

**USER DATA**

User ID (UID)

Password Field (PWID)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)  Person Armed/Hold for Prints

Agency Case Number (OCA)

Notify Originating Agency (NOA)  Date of Theft (DOT)

Linkage Agency Identifier (LKI)  Linkage Case Number (LKA)

**LICENSE PLATE DATA**

License Plate (LIC)  State (LIS)

Year (LIY)  Type (LIT)

Miscellaneous (MIS)

**TEST INDICATOR**

Test Indicator

Command:

FOX-PRIM T DPS20 TRN20 LOG 0 Message 9:45

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## Agency/Case Data

1. Person Armed/Hold for Prints
  - a. -A - STOLEN LICENSE PLATE – OCCUPANT(S) ARMED
  - P - STOLEN LICENSE PLATE – HOLD FOR LATENTS
  - F - STOLEN LICENSE PLATE – ARMED/HOLD FOR LATENTS

# Operator's Lesson Plan

3. Notify Originating Agency (NOA)
  - a. Y-Yes, Entering agency to be notified of all hits.
  - b. N-No. Will default to No if Yes is not entered.
4. Date of Theft (DOT)
  - a. Required.
  - b. MMDDYYYY.
  - c. Should contain either the date the vehicle was in the commission of a felony or the date a federal warrant of seizure was issued for a vehicle subject to seizure.
6. Linkage Agency Identified (LKI) and Linkage Case Number (LKA)
  - a. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record, which shares the same incident of a record, entered for a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the Linkage fields (LKI and LKA).

## License Plate Data

1. License Plate (LIC)
  - a. Required.
  - b. Enter up to ten valid characters in this field. "UNK", "UNKN", or "UNKNOWN" are not allowed. If the license plate number exceeds ten characters, only the last ten digits should be entered. The full plate number must then be shown in the MIS field.
  - c. Partial license plate numbers cannot be entered in the LIC.
  - d. When one character appears over another, the top character should be entered first, immediately followed by the bottom character. Ex: A/B1234 enter as AB1234.
2. State (LIS)
  - a. Required.
  - b. Military vehicles and other U.S. Government vehicles with plates displaying the inscription U.S. GOVERNMENT, the code US should be entered.

# Operator's Lesson Plan

3. Year (LIY)
  - a. Required.
  - b. Must be current year, current year minus one, greater than current year, or NX (non expiring).
4. Type (LIT)
  - a. Must be a valid NCIC code.
5. Miscellaneous (MIS)
  - a. Free Text.
  - b. License plate numbers exceeding ten characters must be entered completely in the MIS Field.
  - c. In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match of license plate numbers, the plate number properly  
Ex: 1-1568 which would be matched with 11-568.
  - d. Any further information that may describe the plate.

## D. License Plate Data Modify Transaction (ML)

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File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**LICENSE PLATE DATA MODIFY TRANSACTION (ML)**

**AGENCY/CASE DATA**

Originating Agency Code (ORI)

Name of Validator (MLN)

**RECORD IDENTIFYING DATA**

ID Number (IDN)

Agency Case Number (OCA)

**MODIFY AGENCY/CASE DATA**

Originating Agency Code (ORI)

Agency Case Number (OCA)

Notify Originating Agency (NOA)

Linkage Agency Identifier (LKI)

Linkage Case Number (LKA)

Message Key (MKE)

Date of Theft (DOT)

**MODIFY LICENSE PLATE DATA**

License Plate (LIC)

State (LIS)

Year (LIY)

Type (LIT)

Miscellaneous (MIS)

**TEST INDICATOR**

Test Indicator

Command:

FOX-PRIM T DPS19 TRN19 LOG 0 Message 8:34

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# Operator's Lesson Plan

## Record Identifying Data

1. IDX Number (IDX)
  - a. Required.
2. Agency Case Number (OCA)
  - a. Required.
  - b. Entering Agency's Case Number.

## Modify Agency/Case/ Article Data

1. All fields are optional, and should only be used if modification is required.
2. Modification of a record is restricted to the agency that entered the record.
  1. A modification message is used to add, delete, or change data in a stolen license record.
  2. A stolen License Record cannot be modified if the record is in a located status (MKE/LOCATED LICENSE).
5. Required fields can be modified but not deleted.